

Checklist – Fellowship (Domestic)

6 - 8 Months Prior to desired start date

- Contact [Fellowship Program](#) regarding availability of Fellowship positions.
- If program is accepting fellowship applications, send your CV and results of IELTS (if applicable) to Fellowship Program.

*Unless exempt, candidates are required to have completed IELTS (International English Language Testing System) **academic** version **within 24 months*** of their fellowship start date and achieved a minimum score of 7.0 in each of the components in a single test.

- If your application is approved by the program, the framework and CV will be sent to the Postgraduate Medical Education (PGME) Associate Dean for approval. Approvals can take up to six weeks to complete.

If Fellowship is approved by PGME:

- PGME will send an email regarding University of Calgary PGME online registration. Complete registration. The administration fee of \$500 must be paid at the time of registration.
- Once PGME receives confirmation that you have completed the online registration, the Letter of Offer* is sent to you via email. Ensure the information is accurate. Sign and return to the fellowship program administrator by email.

(*If you do not receive this within two weeks of registration, contact fellowship program administrator)

- You will receive an email from the College of Physicians and Surgeons of Alberta (CPSA) providing a tracking number and a link to the CPSA online registration system. They will also advise of the required documents for obtaining licensure for your fellowship. Check your CPSA tracking on a regular basis to ensure all paperwork has been received. **The start date of your fellowship will be delayed if you do not have the appropriate CPSA license.**
- The Medical Education Office (MEO) will provide you with a list of required documents (i.e. AHSSC, Confidentiality and User Agreement, etc). All requirements must be met before access will be provided to you for your fellowship site/location.
- Tuition is due September for the Fall session (July – December) and January for the Winter session (January – June). All tuition must be paid by the posted deadline or late fees will be assessed. Tuition for off cycle fellows will be adjusted as required. Tuition assessment can be viewed in the U of C Student Centre.